

Human Resources Hiring Practices and Procedures

Vacancy identified by Department.
Vacancy authorized to be filled by Board Chair, Budget Chair, Human Resources and Finance Department Heads.

Hiring process initiated.
Memo sent from Human Resources to hiring department indicating position is approved to be posted.

Department responds to memo indicating interest in posting position.

Human Resources Administrative Tasks:

- Confirm position is ready to post, if not investigate.
- Confirm salary, hours, union affiliation, and position budgeting.
- Ensure job description is current and revise if necessary.
- Collective Bargaining Agreement reviewed for posting procedure language.
- Create and distribute job postings for full -time and regular part-time positions.
- Advertise for position if Department and Human Resources deem necessary.

Position Posted for ten (10) working days
(unless otherwise noted).

Posting Sources: Human Resources, Countywide, County Human Resources Website, 24 Hour Hot Line, hiring posters and brochures in various Community locations to explain hiring process and provide street address, web address, and telephone numbers for prospective applicants.

Applicants apply for posted position. If necessary, any required test must be completed by the close of the posting period.

Human Resources applicant log sheet is prepared indicating those applicants whom have expressed interest in the posting

- Log sheet sorted by specific rules, e.g. seniority, internal vs. external, full-time vs. part- time.

